



# **PASSENGER TRAIN EMERGENCY PREPAREDNESS PLAN**

**[49 CFR Parts 223 and 239]**

**Developed by  
Rail Safety Department**

**October 1998**

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## SECTION 1 - OVERVIEW

### 1A - PASSENGER TRAIN EMERGENCY PREPAREDNESS PLAN

As New Jersey's public transportation corporation, NJ TRANSIT is committed to providing a safe and healthy environment for its employees, its passengers, and the communities where it operates.

NJ TRANSIT's mission is to provide safe, reliable, convenient and cost-effective transit service with a skilled team of employees, dedicated to the customers' needs and committed to excellence.

Safety is a primary concern that affects all areas on NJ TRANSIT Rail Operations (NJTRO) including planning, design, construction, testing, operations, and maintenance. Therefore, all NJTRO personnel and appropriate contractors are charged with the responsibility of ensuring the safety of customers, employees, property, and the general public in contact with our system.

This *Passenger Train Emergency Preparedness Plan* has been developed to minimize the impact of emergencies arising on the NJ TRANSIT rail system. Familiarity with Standard Operating Procedures, notification and communication protocols, rail system characteristics, and evacuation procedures by employees, customers, and emergency responders will help to minimize injuries, property damage, and service disruption during emergency incidents. NJ TRANSIT continually strives to enhance these procedures by implementing a proactive approach to identify and address potential hazards. Emergency preparedness allows NJ TRANSIT to plan for possible emergency incidents and to make appropriate preparations to manage such incidents in a efficient and effective manner.

For the purpose of this document, an emergency or emergency situation means an unexpected event related to the operation of passenger train service involving a significant threat to the safety or health of one or more persons requiring immediate action, including:

- (1) Derailment
- (2) Fatality at grade crossing
- (3) Passenger or employee fatality or serious illness or injury to one or more passengers or crew members requiring admission to a hospital
- (4) Evacuation of a passenger train
- (5) Security situation, such as a bomb threat

For the purpose of this plan, the central location responsible for directing the safe movement of trains on NJ TRANSIT properties is the Rail Operations Center located in Hoboken, NJ.

## SECTION 2 - SYSTEM DESCRIPTION

New Jersey Transit Corporation (NJ TRANSIT) was created by the state legislature in 1979. It replaced the old Commuter Operating Agency (COA) which was part of the New Jersey Department of Transportation. NJ TRANSIT was charged with the responsibility of overseeing most bus and rail service in New Jersey. Under the New Jersey Public Transportation Act of 1979, NJ TRANSIT was created and empowered to acquire and operate private bus and rail carriers when it was deemed to be in the public's interest, or to contract with private carriers or counties to provide subsidized service.

At that time, NJ TRANSIT did not plan to operate the rail lines directly, but expected to continue contracting with Conrail for service in New Jersey. On August 13, 1981, Congress passed the Northeast Rail Services Act which ordered Conrail, the federal operator, to cease its passenger service by December 31, 1982.

NJ TRANSIT's Board of Directors, formed in 1980, voted to assume direct operating responsibility instead of contracting with a newly created Amtrak subsidiary.

NJ TRANSIT Rail Operations, Inc. a subsidiary of NJ TRANSIT successfully coordinated the transfer of operating responsibilities from Conrail on January 1, 1983.

Currently, NJ TRANSIT is the third largest provider of bus, rail, and light rail transit in the nation linking major points in New Jersey, New York and Philadelphia. NJ TRANSIT Rail Operations serves 85,000 daily passengers in 15 of the state's 21 counties, operating 591 scheduled daily trains on 12 rail lines with stops in 137 communities. NJ TRANSIT trains annually provide 47 million passenger trips covering more than 1.1 billion miles.

NJ TRANSIT's rail system is divided into two divisions. They are: the Hoboken Division (which includes the Morristown, Gladstone, Montclair, Main/Bergen, Boonton, Southern Tier and Pascack Valley Lines); and the Newark Division (which includes the Amtrak Northeast Corridor, Princeton Line, North Jersey Coast Line, Raritan Valley Line and the Atlantic City Rail Line).

The Southern Tier and the Pascack Valley Lines, which serve New York's Orange and Rockland Counties, are operated by NJ TRANSIT as part of the Hoboken Division, and are subsidized by Metro-North. Rockland County is served by both the Pascack Valley and the Southern Tier with four stations; one station on the Southern Tier Line, and three on the Pascack Valley Line. Orange County, served by the Southern Tier, has seven stations.

## SECTION 2 - SYSTEM DESCRIPTION

NJ TRANSIT trains travel through urban, suburban, and rural areas containing a variety of terrain including tunnels, bridges, trestles, cuts and embankments. NJ TRANSIT is responsible for 542 miles of track including 15 moveable bridges, more than 1,000 stationary bridges, 161 rail stations, more than 1,000 signals and hundreds of miles of fencing, culverts, embankments and retaining walls.

NJ TRANSIT passenger trains operate through three (3) tunnels exceeding 1,000 feet in length:

1. **Bergen Tunnels**  
located on the Morristown Line between Hoboken (MP 1.1) and Jersey City (MP 1.8) are 5,500 feet in length [two (2) tunnels, two (2) tracks per tunnel]
2. **Otisville Tunnel**  
located on the Southern Tier Line in Otisville, NY (MP 74.2) is 5,314 feet in length [one (1) tunnel, one (1) track per tunnel]
3. **North River Tunnels**  
located on the Northeast Corridor Line between North Bergen, NJ (MPW3) and Manhattan, NY (MP 0.58) are 13,000 feet in length [two (2) tubes, one (1) track per tube]

The NJT Rail rolling equipment or revenue fleet consists of approximately 32 electrically-powered locomotives and 260 "Arrow"-designated multiple-unit cars. These are used in electrified territory on the Amtrak Northeast Corridor, Princeton Line, and the North Jersey Coast Line (which utilize an 11-12 KV overhead catenary system), and the Morristown, Gladstone and Montclair Lines (which utilize a 25 KV overhead catenary system). Additionally, 77 diesel-electric locomotives are used throughout "non-electrified territory", along with approximately 510 "Comet"-designated (including Metro North) push-pull coaches which are used systemwide.

Eight diesel-electric locomotives and approximately 100 pieces of various types of equipment such as gondolas, hoppers and flat cars are used for the Engineering and Mechanical Department activities in non-revenue service.

In addition to providing connections to business and employment centers within the state, NJ TRANSIT also provides interstate service to the region's other public transit systems, including Amtrak, Metro North Commuter Railroad (MNCR), Long Island Railroad (LIRR), Port Authority Trans Hudson (PATH), Southeastern Pennsylvania Transit Authority (SEPTA) and Port Authority Trans Corporation (PATCO).

NJ TRANSIT Rail Operations is subject to the jurisdiction of the Federal Railroad Administration (FRA), the Federal Transit Administration (FTA), the New Jersey State Departments of Health, Public Employees Occupational Safety and Health Administration (PEOSHA), Environmental Protection and Transportation, the Federal Environmental Protection Agency, and the New York State Public Transportation Safety Board.

## SECTION 3 - PLAN ELEMENTS

### 3A - COMMUNICATIONS [239.101(a)(1)]

Effective communication between departments, agencies, and personnel is a vital component of successful emergency management. Therefore, establishing and maintaining effective communications at the emergency incident scene will be a priority.

All NJ TRANSIT trains are equipped with multiple channel fixed mounted radios that are located in the Operator's cab at each end of the equipment. Additionally, Conductors are equipped with a hand-held portable radio to further enhance communications.

Each passenger car vestibule is equipped with an intercom/public address device to facilitate communication throughout the train. Wayside telephones are located at various points along the right-of-way to provide employees with an additional means of communication. Employees may also utilize public telephones to contact the Rail Operations Center, located in Hoboken, NJ, via a toll free number. {Telephone No. 1-800 742-2832 or 1-800 742-2928}

In the event of an emergency, train crews have been instructed to contact the Rail Operations Center by the most expedient means available. The train crew will initiate actions onboard the train appropriate to the nature of the incident.

The Rail Operations Center personnel will identify the exact location of the emergency incident and will make the appropriate notifications to NJ TRANSIT Police, other internal departments and any affected carriers/properties. The Director of System Operations will ensure that a complete and accurate log of emergency notifications is maintained. The Director of System Operations will ensure that a current listing of telephone numbers for emergency notifications is maintained.

NJ TRANSIT Police Department (NJTPD) will contact the local police department, who will notify appropriate municipal emergency response agencies. NJTPD will provide the responding emergency forces with the location and, if needed, directions to the incident scene. NJTPD will document notifications and maintain an accurate log of the event. When warranted, NJTPD will deploy the Mobile Command Vehicle to an appropriate location to facilitate communications and coordination between responding departments and agencies. The Mobile Command Vehicle is a self-sustained unit equipped with fixed and portable multi-channel radios, hardwired and cellular telephones, and computer and fax capabilities.

## SECTION 3 - PLAN ELEMENTS

### 3B - EMPLOYEE TRAINING and QUALIFICATIONS [239.101(a)(2)]

#### *ON BOARD PERSONNEL*

NJ TRANSIT operating crew members (on board personnel) receive initial emergency preparedness training as part of NJTRO's Assistant Conductor Training Program, which is provided immediately after hire. Current employees receive periodic emergency preparedness training every two years. These programs are administered by the NJ Transit Rail Training Department.

Initial and periodic emergency preparedness training for operating crew members include:

- ▶ Rail equipment familiarization
- ▶ Situational awareness
- ▶ Communication protocols
- ▶ Methods of evacuation
- ▶ Evacuation in electrified territories
- ▶ Evacuation in tunnels
- ▶ Evacuation in cuts
- ▶ Evacuation up or down embankments
- ▶ Evacuation on bridges
- ▶ Evacuation along the right-of-way

#### *Control Center Personnel*

Rail Operations Center personnel receive initial and periodic training regarding emergency procedures for all types of emergency situations as well as the physical characteristics of their dispatch territory and emergency notification procedures. The emergency preparedness training for Rail Operations Center personnel is administered by the NJ Transit Rail Training Department. All affected employees are provided periodic training every two years.

## SECTION 3 - PLAN ELEMENTS

### 3B - EMPLOYEE TRAINING and QUALIFICATIONS [239.101(a)(2)]

Initial and periodic Emergency Procedure Training for Rail Operations Center personnel include:

- ▶ Dispatch territory familiarization
- ▶ Situational awareness
- ▶ Communication protocols
- ▶ Methods of evacuation
- ▶ Evacuation in electrified territories
- ▶ Evacuation in tunnels
- ▶ Evacuation up or down embankments
- ▶ Evacuation on bridges
- ▶ Evacuation along the right-of-way

System route characteristics are identified in the *Physical Characteristics of NJ TRANSIT* manual. This manual illustrates track configuration and identifies station locations, highway-rail grade crossings, and overhead and undergrade bridge locations by milepost number.

Operating crew members and Rail Operations Center personnel will be provided with a written examination to test their comprehension of key elements of this plan. In order to be qualified under 49 CFR 239.101(a)(2), employees must meet the requirements provided by *Northeast Operating Rules Advisory Committee (NORAC) Operating Rule C*.

## SECTION 3 - PLAN ELEMENTS

### 3C - JOINT OPERATIONS [239.101(a)(3)(i)]

The primary contact for each joint operating railroad and freight carrier is listed in Section 4B.

***Foreign railroads operating on NJ TRANSIT property must comply with NJ TRANSIT operating rules and related instructions.***

#### 1. National Railroad Passenger Transportation Corporation - Amtrak

Amtrak dispatch personnel control NJ TRANSIT train movement on the Northeast Corridor Line. NJTRO operating crews are required to comply with the provisions of Amtrak's Northeast Corridor Timetable and Special Instructions, including the emergency procedures for the North and East River Tunnel System. Reports of emergency incidents are made to the Penn Station Central Control (PSCC) facility located in Manhattan, NY {Telephone No. (212) 630-6308 or 630-6288} where appropriate notifications are made pursuant to the *Emergency Action Plan For Pennsylvania Station - New York* and *Emergency Action Procedures For North and East River Tunnels*.

NJ TRANSIT trains operating on the Northeast Corridor Line between 30<sup>th</sup> Street Station in Philadelphia, PA and Shore Interlocking on the Atlantic City Line are under the operational control of Amtrak dispatch personnel in the Centralized Electrification and Train Control facility located in Philadelphia, PA. {Telephone No. (215) 349-2233} NJTRO operating crews are required to comply with the provisions of Amtrak's Northeast Corridor Timetable and Special Instructions.

#### 2. Consolidated Rail Corporation - Conrail

Conrail Train Dispatchers Office personnel control NJ TRANSIT train movement on the Lehigh Line, between Hunter (Amtrak Connection) and CP-Aldene (Raritan Valley Line Connection). NJTRO operating crews are required to comply with the provisions of Conrail's Timetable Special Instructions, which are included in NJTRO Timetable Special Instructions for convenience. In the event of an emergency incident that would impact NJTRO service, Conrail NK Tower located in Newark, NJ {Telephone No. (973) 901-2662} would notify NJTRO Rail Operations Center located in Hoboken, NJ. {Telephone No. (201) 714-2780}

## SECTION 3 - PLAN ELEMENTS

### 3C - JOINT OPERATIONS [239.101(a)(3)(i)]

#### 3. MTA - Metro-North Railroad

NJ TRANSIT operates commuter rail service for Metro-North on the Conrail Southern Tier Line between Suffern, NY and Port Jervis, NY. Although the Southern Tier Line is owned by Conrail, the line is under operational control of NJTRO Rail Operations Center and is governed by NJ TRANSIT Rail Timetable Special Instructions. In the event of an incident that would impact MTA service, NJT Rail Operations Center would notify the MTA Dispatch Center located in Manhattan, NY. {Telephone No. (212) 340-2050}

NJ TRANSIT operates twelve (12) rail lines over which certain freight carrier railroads provide service under a joint facility or trackage rights agreement. As the owners of the rail properties over which passenger and freight operations are performed, NJ TRANSIT retains the right to establish the overall policies governing the management and operational control of the properties including the dispatching and control of all trains.

When operating on NJ TRANSIT properties, freight carriers will be governed by NORAC Operating Rules and NJTRO Timetable Special Instructions. Operational testing is performed by NJTRO supervisors as required by 49 CFR 217.9 and the NJT Test Qualification System (TQS) program administered by the NJT Rules Department.

The following freight carriers operate on NJ TRANSIT rail lines:

- A. **Consolidated Rail Corporation** (Conrail) may provide local freight service on any NJ Transit rail line and through freight service on the Bergen County Line and the Main Line. {Telephone No. (609) 963-7983}
- B. **Morristown and Erie Railroad** provides local freight service on the Morristown Line, the Boonton Line, the Bergen County Line, and the Main Line. {Telephone No. (973) 267-4300}
- C. **Southern Railroad of New Jersey** provides local freight service on the Atlantic City Line between Winslow (North Wins - MP 25.7) and Pleasantville (Griff - MP 55.9). {Telephone No. (609) 871-8699}
- D. **New York, Susquehanna and Western Railway Corporation** provides local freight service on the Southern Tier Line between CP-Sparrow (MP 89.9) and CP-Hudson Junction (MP 63.4) {Telephone No. (800) 366-6979}

## SECTION 3 - PLAN ELEMENTS

### 3D - SPECIAL CIRCUMSTANCES [239.101(a)(4)]

NJ TRANSIT has developed detailed emergency procedures for a variety of special circumstances that may occur on the system in order to provide operating crews and support personnel with guidelines to efficiently and effectively manage such incidents. These procedures are provided in *NJTRO System Timetable Special Instructions*.

Emergency Evacuation Procedures for the following special circumstances are provided in the Special Instructions:

- ▶ Methods of evacuation
- ▶ Evacuation in electrified territories
- ▶ Evacuation in tunnels
- ▶ Evacuation in cuts
- ▶ Evacuation up or down embankments
- ▶ Evacuation on bridges
- ▶ Evacuation along the right-of-way

*NJTRO* Emergency Evacuation Procedures also detail operating crew member's authority and responsibilities during emergency situations.

NJ TRANSIT passenger trains operate through three (3) tunnels exceeding 1,000 feet in length that are identified in Section 2 of this plan.

### 3D - Parallel Operations [239.101(a)(4)(iii)]

The primary contact for each railroad operating parallel service is listed in Section 4B.

#### 1. Port Authority Trans Hudson - PATH

NJ TRANSIT operates commuter rail service parallel to PATH Lines on the Northeast Corridor and Morristown Lines between Newark and Hudson. Although NJTRO does not operate on PATH Lines, an emergency incident near PATH territory may have an impact on their service or on the incident. Also, the PATH electric third rail system may pose a potential hazard to emergency responders or passengers accessing or egressing the area. In the event of an incident that would impact PATH service, NJT Rail Operations Center would notify the PATH Control Center located in Jersey City, NJ. {Telephone No. (201) 216-6552}

## SECTION 3 - PLAN ELEMENTS

### 3D - Parallel Operations [239.101(a)(4)(iii)]

#### 2. Port Authority Transit Corporation - PATCO

NJ TRANSIT operates commuter rail service parallel to PATCO Lines on the Atlantic City Line between MP 6 and MP 11.7. Although NJTRO does not operate on PATCO Lines, an emergency incident near PATCO territory may have an impact on their service or on the incident. Also, the PATCO electric third rail system may pose a potential hazard to emergency responders or passengers accessing or egressing the area. In the event of an incident that would impact PATCO service, NJT Rail Operations Center would notify the PATCO Control Center located in Camden, NJ. {Telephone No. (609) 963-7983}

#### 3. Consolidated Rail Corporation - Conrail

NJTRO also operates commuter rail service parallel to Conrail tracks on the Atlantic City Line between MP N2 and MP 2.3. In the event of an incident that would impact Conrail service, NJT Rail Operations Center would notify the Conrail Train Dispatcher's Office located in Mount Laurel, NJ. {Telephone No. (609) 231-2393}

## SECTION 3 - PLAN ELEMENTS

### 3E - LIAISON WITH EMERGENCY RESPONDERS [239.101(a)(5)]

NJ TRANSIT has designated the Assistant General Manager - Safety and Training as the liaison with emergency response agencies. NJTRO routinely offers training programs and pertinent rail information to municipal emergency response agencies. Training programs for emergency response agencies are conducted by NJTRO Technical Training Department. NJTRO sponsors an annual Emergency Responders Expo where detailed information regarding NJTRO rolling stock, rail system operations, and emergency procedures is provided to emergency response personnel. Tours of the various types of equipment and demonstrations of emergency devices are included in the event. Additionally, NJ TRANSIT's Mobile Command Vehicle is displayed to demonstrate NJ TRANSIT's communication capabilities.

The following topics are discussed in the Emergency Responder Training Program:

- ▶ Train crew responsibilities
- ▶ Safety recommendations for emergency responders
- ▶ Emergency response guidelines and communications
- ▶ Passenger equipment familiarization
- ▶ Electric traction system orientation
- ▶ Highway/rail grade crossing safety

Additionally, NJ TRANSIT has been an active partner with Operation Respond, Inc. in the development of a computer driven information system designed to provide technical information regarding railroad equipment. The program is intended to provide an informational tool to railroads and emergency response agencies. The program contains technical information and schematics of passenger rail equipment used by various carriers. Specific information may be accessed by inputting a carrier, vehicle number, or by selecting a picture of a particular passenger locomotive or coach. Access and egress information, specific hazards, and emergency device data is immediately available to the user of the program. NJ TRANSIT passenger equipment is contained within the current program that is available for purchase by emergency response agencies.

Applicable portions of NJ TRANSIT's Passenger Train Emergency Preparedness Plan are distributed to emergency response agencies with jurisdictions containing NJTRO rail lines. The plan will be provided to the NJ State Office of Emergency Management for dissemination to emergency response agencies at least once every three (3) years or when revisions to the plan affect emergency response procedures.

NJ TRANSIT has entered into an agreement with MTA to distribute the plan to emergency response agencies in Orange and Rockland counties in New York State. NJ TRANSIT will provide the applicable portions of the plan to MTA Safety Department, who will distribute it to the appropriate emergency response agencies.

## SECTION 3 - PLAN ELEMENTS

### 3F - ONBOARD EMERGENCY EQUIPMENT [239.101(a)(6)]

Each NJ TRANSIT passenger coach is equipped with emergency tools, consisting of a pry bar and sledge hammer, located in clearly labeled storage compartments inside each coach car. Each passenger coach is equipped with one dry chemical fire extinguisher located in a vestibule. Each passenger coach is equipped with a first aid kit. Each passenger coach is equipped with emergency lighting incorporated into the primary light fixtures. The emergency lighting is connected to the individual coach car battery system that will function independently of the primary electric system. Inspection and maintenance of emergency equipment is performed on a daily basis pursuant to NJTRO Mechanical Department *Standard Maintenance Procedures*. Deficiencies noted during the inspection of onboard emergency equipment will be corrected before the daily inspection.

As a component of NJTRO's passenger awareness program, each passenger coach is equipped with luminescent information signs that identify emergency devices and provide operating instructions, when appropriate. Locations of emergency exit doors, windows and emergency tools are clearly and prominently identified. Emergency door and window operating instructions are posted in every passenger coach. General emergency instructions for passengers are also posted in each passenger coach. Inspection and maintenance of emergency device identification and instruction signs is performed on a daily basis pursuant to NJTRO Mechanical Department *Standard Maintenance Procedures*. Deficiencies noted during the inspection of onboard emergency signs and instructions will be corrected before the daily inspection.

In addition to the above mentioned emergency instructions provided and posted in each passenger coach, passenger safety awareness information is provided in NJ TRANSIT public timetables and supplemented by onboard and seat drops.

Each NJ TRANSIT passenger locomotive is equipped with several dry chemical fire extinguishers. Each passenger locomotive is equipped with a first aid kit and a multi-channel radio. Diesel powered locomotives are equipped with three (3) emergency fuel cut off devices to deactivate the locomotive during emergencies. Each device is clearly and prominently identified with retroreflective labels.

## SECTION 3 - PLAN ELEMENTS

### 3G - PASSENGER TRAIN EMERGENCY SIMULATIONS [239.103]

NJ TRANSIT will conduct at least one (1) full scale Emergency Preparedness Exercise each calendar year. These exercises provide practical training sessions for emergency forces as well as providing an opportunity to test communications and coordination between agencies and departments. They also serve as a means to test existing procedures and identify potential weaknesses in the application of the procedures. Recommendations to enhance emergency operations are discussed during a critique of the exercise. These simulations are coordinated with local emergency response agencies.

### 3H - DEBRIEFING AND CRITIQUE [239.105]

NJ TRANSIT Rail Operations will conduct a debriefing session to determine the circumstances regarding an emergency or an emergency situation. The debriefing will focus on the nature of the emergency situation and the subsequent actions that were implemented to manage the event. Representatives from affected departments and agencies are invited to participate in the debriefing. The debriefing will be conducted no later than the next business day following the conclusion of the emergency situation. A chronology of the emergency situation will be developed and recorded using the NJTRO *Emergency Situation Debriefing/Critique* form. NJ TRANSIT Rail Safety Department located in Newark, NJ will maintain records of debriefings and critiques.

NJ TRANSIT Rail Operations will conduct a critique to determine the effectiveness of the mitigation efforts of the emergency situation. Information obtained from the event debriefing will be utilized to determine if established procedures and guidelines were utilized during the event and the effectiveness of such procedures will be evaluated. Recommendations for revisions and/or improvements to existing procedures will be discussed and evaluated. Approved recommendations will be incorporated into the respective emergency procedure and into NJ TRANSIT's Emergency Preparedness Plan. Representatives from affected departments and agencies are invited to participate in critiques. The critique will be conducted within sixty (60) days of the date of the emergency situation.

Debriefings and critiques will also be conducted for full-scale emergency preparedness exercises, and will be conducted within sixty (60) days of the date of the event.

## SECTION 3 - PLAN ELEMENTS

### 3I - EMERGENCY EXITS [239.107]

Emergency access points on passenger coaches are clearly and prominently identified with retroreflective signs near the access doors and windows. Easily understandable operating instructions and diagrams are prominently posted for use by emergency forces.

Locations of emergency exit doors, windows and emergency tools are clearly and prominently identified by a luminescent information sign. Emergency door and window operating instructions are posted in every passenger coach. Inspection and maintenance of emergency device identification and instruction signs is performed on a daily basis pursuant to NJTRO Mechanical Department *Standard Maintenance Procedures*. Deficiencies noted during the inspection of emergency exits will be corrected before returning the passenger coach to service.

A representative sample of emergency windows is tested during periodic inspection every 180 days. The emergency windows are removed, in accordance with the posted instructions, and replaced to ensure the windows can be removed as intended during emergency incidents.

Records pertaining to the inspection, maintenance, and repair of emergency window and door exits will be maintained at the Meadows Maintenance Complex (MMC) located in Kearny, NJ for a period of two (2) calendar years.

## SECTION 4 - PLAN CONTROL and UPDATE

### 4A - PLAN CONTROL PROCEDURES [239.201]

The *NJT Passenger Train Emergency Preparedness Plan* will be reviewed annually by the Director of Safety - Programs, Compliance, & Training to ensure that changes in operational configuration, emergency procedures, or other factors which may have an impact on NJ TRANSIT's emergency operations are incorporated as necessary into the plan.

Annually, at a date determined by the Rail Safety Department, and after a thorough review with input from the affected departments, a revised *NJT Passenger Train Emergency Preparedness Plan* will be prepared. Upon approval, the Vice-President and General Manager of NJ TRANSIT Rail Operations will authorize the issuance of the revised plan.

**SECTION 4 - PLAN CONTROL and UPDATE**

**4B - PLAN UPDATE PROCEDURES**

The revised plan will be provided to the affected departments, the required regulatory agencies and the American Public Transit Association (APTA). The initial plan and subsequent revisions will be disseminated to the railroads with joint and parallel operations and freight carriers operating on NJ TRANSIT properties listed below:

	<b>RAILROAD</b>	<b>PRIMARY CONTACT</b>	<b>TELEPHONE No.</b>
1.	NJ TRANSIT Rail Operations	Assistant General Manager - Safety and Training -	(973) 491-7872 [O] (973) 491-8181 [F]
2.	National Railroad Passenger Transportation Corp. (Amtrak)	Director of Safety - HSR 15 <sup>th</sup> Floor, 30 <sup>th</sup> St. Station Philadelphia, PA 19104	(215) 349-2567 [O] (215) 349-2653 [F]
3.	Consolidated Rail Corp. (Conrail)	Director of Safety 2001 Market Street Philadelphia, PA 19101	(215) 209-4484 [O] (215) 209-1460 [F]
4.	MTA - Metro North	Director of Safety 347 Madison Avenue New York, NY 10017	(212) 340-2358 [O] (212) 906-4944 [F]
5.	Port Authority Trans Hudson (PATH)	Manager of Safety Journal Square Station Jersey City, NJ 07306	(201) 216-6258 [O] (201) 216-6266 [F]
6.	Port Authority Transit Corp. (PATCO)	Manager of Safety PATCO Administration Offices Lindenwold, NJ 08021	(609) 772-6900 [O] (609) 772-6970 [F]
7.	New York, Susquehanna and Western Railway Corporation	Director of Safety 1 Railroad Avenue Cooperstown, NY 13326	(607) 547-2555 [O] (607) 547-9488 [F]
8.	Morristown and Erie Railroad	General Manager P.O. Box 2206 Morristown, NJ 07960-2206	(973) 267-4300 [O]
9.	Southern Railroad of New Jersey	Vice-President P.O. Box 122 Willingsboro, NJ 08046	(609) 871-8699 [O]

## SECTION 5 - OPERATIONAL (Efficiency) TESTS [239.301]

NJ TRANSIT Rail Operations will periodically conduct operational (efficiency) tests of on-board and control center employees to determine compliance with the Emergency Preparedness Plan. The Rules Department administers and monitors the operational (efficiency) testing program for these employees. 49 CFR Part 217 requires that each railroad conduct operational (efficiency) tests to determine the extent of compliance by its employees with its operating rules and instructions. The program is designed to improve employee operating and safety compliance through supervisory observation.

Specified supervisors, whose regular duties afford them the opportunity to observe the performance of employees, participate in the operational testing program. Supervisors are required to take corrective action in the form of personal instructions upon noting an instance of noncompliance. Disciplinary action is taken by supervisors when a violation is repeated by the employee.

Specific instructions concerning this program are found in the *Test Qualification System Instructions* published by the Rules Department.

All records pertaining to the operating (efficiency) testing program are maintained by the Rules Department located in Hoboken, NJ.

# EMERGENCY SITUATION DEBRIEFING/CRITIQUE

Session Leader: \_\_\_\_\_

Date of Debriefing: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Location of Debriefing Session: \_\_\_\_\_

**General:**

Date of Incident: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time of Incident: \_\_\_\_\_ AM PM Train No.: \_\_\_\_\_ Line: \_\_\_\_\_

Nature of Emergency: \_\_\_\_\_

Location of Incident: \_\_\_\_\_ Time Reported to ROC: \_\_\_\_\_ AM PM

**Communication/Control:**

Mobile Command Deployed: Y N

Method of Communication to ROC: \_\_\_\_\_

Time on Scene: \_\_\_\_\_ AM PM

Time Reported to NJTPD: _____ AM PM	Time Reported to Local PD: _____ AM PM
Time Reported to General Super: _____ AM PM	Time Reported to FD: _____ AM PM
Time Reported to DGM Transport: _____ AM PM	Time Reported to EMS: _____ AM PM
Time Reported to Reg. Agencies: _____ AM PM	Time Reported to OEM: _____ AM PM

Comments:

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**Rescue Operations:**

Request For Power Removal: _____ AM PM	Power Deenergized & Grounded: _____ AM PM
Arrival Time NJTPD: _____ AM PM	Arrival Time FD: _____ AM PM
Arrival Time NJT Supervision: _____ AM PM	Arrival Time EMS: _____ AM PM
Arrival Time Support Depts.: _____ AM PM	Arrival Time Local PD: _____ AM PM
Arrival Time Reg. Agencies: _____ AM PM	Arrival Time OEM: _____ AM PM

Method of Train Access: \_\_\_\_\_

Passenger Evacuation: Y N

Method of Evacuation: \_\_\_\_\_

Rescue Train Utilized: Y N

Operation of Emergency Devices: \_\_\_\_\_

Comments:

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**EMS Operations:**

Time on Scene: \_\_\_\_\_ AM PM Triage Area Established: Y N ICS Used: Y N  
No. Of Squads Responding = \_\_\_\_\_ No. Of Units Responding = \_\_\_\_\_ No. Of Responders = \_\_\_\_\_  
No. Of Patients Treated = \_\_\_\_\_ No. Of Responders Injured = \_\_\_\_\_

Comments:

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**Fire Department Operations:**

Time on Scene: \_\_\_\_\_ AM PM Staging Area Established: Y N ICS Used: Y N  
No. Of Units Responding = \_\_\_\_\_ No. Of Responders = \_\_\_\_\_ No. Of Responders Injured = \_\_\_\_\_

Comments:

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**Police Department Operations:**

Time on Scene: \_\_\_\_\_ AM PM Secure Perimeter Established: Y N ICS Used: Y N  
No. Of Units Responding = \_\_\_\_\_ No. Of Responders = \_\_\_\_\_ No. Of Responders Injured = \_\_\_\_\_

Comments:

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**NJ Transit Operations:**

Time on Scene: \_\_\_\_\_ AM PM Staging Area Established: Y N ICS Used: Y N  
No. Of Departments Responding = \_\_\_\_\_ No. Of Responders = \_\_\_\_\_ No. Of Responders Injured = \_\_\_\_\_

Comments:

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